

JOB SHADOWS

DEFINITION

Job shadows provide a structured career activity in which students play an active role in learning. The student observes an employee at the work site to gain valuable career information. Job shadow activities typically last from three to six hours.

During the job shadow experience, students will:

- Observe a range of activities performed on the job
- Receive information about possible future career interests
- Gain insight into the academic, technical and personal skills needed for a particular occupation
- Understand connections between education and careers

STUDENT ELIGIBILITY

- Meet school guidelines for participation
- Obtain appropriate permission from the school and parent

LIABILITY EXPOSURE

Work site liability is the responsibility of the respective school district in an unpaid experience. Utah state law provides for the school district's worker's compensation insurance to cover non-paid student learners.

STUDENT RESPONSIBILITIES

- Obtain parental/teacher permission to attend
- Dress appropriately for the situation/site
- Follow safety guidelines
- Use transportation approved and/or provided by parent
- Show honesty, punctuality, a cooperative attitude, proper grooming and a willingness to learn
- Ask relevant and thoughtful questions, which are prepared in advance
- Confirm date, time and place of job shadow
- Write thank you note

EMPLOYER RESPONSIBILITIES

- Orient student and provide safety guidelines
- Confirm date, time place and details with the school or student
- Notify co-workers of the student's visit and encourage the sharing of career experiences
- Inform school or student of any required safety clothing or equipment
- Monitor experience and contact the instructor/administrator of any problems
- Include student in normal work activities
- Share career path development
- Explain how department/job relates to the organization

SCHOOL SUPERVISOR RESPONSIBILITIES

- Obtain completed forms
- Coordinate goals and requirements with the employer and student
- Evaluate effectiveness of the experience
- Provide data to work-based learning coordinator or related personnel

SAMPLE FORMS

- *Activity Release Form*
- *Data Sheet*
- *Job Shadow Student Feedback Form*
- *Job Shadow Employer Feedback Form*
- *Thank You Letter Guide*

Please visit the TLC Work-based Learning Toolkit for more information on job shadows. It can be found online at <http://usoe.k12.ut.us/ate/tlc/wbl.html>